

SG11

Subject: Meeting confirmed

I have confirmed my visit to our offices in McLean: Travel on 27 Feb and have kept the whole day for you on th 28th. My SAIC business will keep me there through Friday so, if necessary, we could meet again.

I am now in a mad copy frenzy, so I hope you are ready for a MASSIVE amount of material.

I am organizing it into three sections.

- I Government reviews, assessments, and recent 5-year plans
- II Administration/Financial matters
- III Research Reports (require side notes)
- IIIA Access to Staffer briefing material and other Congressional things.

SAIC--McLean is located on Route 7 just outbound from 123/Vienna road.  
The address is

1710 Goodridge Drive and the contact person there is my boss

John A. Shannon

Director, Center for Science and Technology Applications

Voice: (703) 448-6501

FAX(clear): (703) 790-5427

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His Administrative Assist. is Pam Harclerode (703) 749-8643

Perhaps you should contact her to get better directions. Also it might be helpful if you ask her how to send your clearances to our McLean security. Sorry I don't know since I don't usually work out of that office.

If you have any special requests of specific information beyond what we discussed, please let me know--e-mail is very handy for me.

Look forward to meeting you in person.

Ed

*Dennis  
Matthews  
Secy.*

*Karen [Signature] Drafted*

*Tower 2  
rm 677  
Fax  
Sixth fl.*

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